

## ***PRIVATE SECURITY TRAINING NEWS***

TO: <<NAME>>

FROM: Kim Buckner, Private Security Training Manager

RE: Training News for August 4, 2006

### **ANNOUNCEMENT**

On July 28, 2006, the industry lost a member of its family. Harry Morter, owner of Gunner's Place, Inc., and a DCJS Certified Instructor, passed away. Mr. Morter was well known and well regarded in the industry over many years of service and will be missed. Our condolences go out to his friends and family for their loss.

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### **OPERATIONAL / POLICY UPDATE**

The new procedures and applications for partial training exemptions are completed and available on the web! Please familiarize yourselves with these new documents in the event that your students ask you for assistance. The new procedures and forms are effective immediately. Please note that we now have separate applications for entry-level and in-service training. In addition to the new applications, the FAQs have been updated.

[http://www.dcjs.virginia.gov/forms/privatesecurity/pss\\_wa\\_entryLevel.pdf](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_wa_entryLevel.pdf)

[http://www.dcjs.virginia.gov/forms/privatesecurity/pss\\_wa\\_inService.pdf](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_wa_inService.pdf)

<http://www.dcjs.virginia.gov/pss/faq/catView.cfm?category=Waiver>

### **INSTRUCTOR INQUIRIES**

We often receive questions that seem to come up frequently and by more than one instructor. We will try to cover them as they are raised in this section.

*Q: If I have Handgun and Advanced Handgun on my Firearms Endorsement, will my 09R requalification training count for both categories?*

*A: YES. If you attend 09R and have both 07 and 09 on your endorsement, the training will meet requirements without having to also take 07R.*

Q: *Do I have a reinstatement period for my Firearms Endorsement training?*

A: NO! The Regulations require that firearms in-service and requalification take place prior to expiration. There is no reinstatement of a Firearms Endorsement. If all requirements are not completed prior to expiration date, a new application along with entry-level training will be required. **Schools should not allow students to attend an “R” course on an invalid, expired Firearms Endorsement.**

Q: *Do I have to shoot my 07R classes on the “low light familiarization” since they did it during their entry-level training (07E)?*

A: YES! Low light familiarization, while not scored, is part of the course of fire and must be done annually during requalification training.

Q: *I am registered and also a certified instructor in the same category. Do I have to go somewhere else to receive my Registration in-service training?*

A: No, not if you instruct the in-service class for a certified school and have an existing class scheduled. You may place yourself on the roster if you are instructing the entire course and there are other students attending the full class (you cannot teach yourself in a class of one.)

Q: *We have a new employee who is going to apply for instructor certification. Can he/she apply with the PSS\_IA before attending the GID class or receiving an exemption?*

A: No. Since there are specific qualifications and requirements for becoming certified in each category of instruction in addition to the training requirement, please have individuals first apply for the and complete the GID course and/or apply for and receive an exemption. Once they have been approved and the training has been credited to them, then they should complete the process by applying to become certified as a Private Security Instructor. Please take a moment to refresh yourselves on the requirements for certification in 6 VAC 20-171-100.

## **TIPS FOR MANAGING YOUR SCHOOL / HOUSEKEEPING**

School Director designation. There is now a form (no fee) available on the website for the designation and acceptance of a School Director. The owner/officer as well as the instructor being designated as the School Director must complete this form.

Please remember that all instructors utilized by the school must be reported to the Department in writing. Also remember to notify us when you have an instructor no longer providing instruction. A simple fax on letterhead to the attention of the Training Unit will serve this purpose.

If you are assisting your students or business clients with submitting their paperwork, please ensure that you are advising them to check all items for accuracy and completion of all requirements. As an example, if someone is sending in two applications that both require “supporting documentation”, they should send that documentation

attached to each individual application requiring it. Remember that all applications are separated out when they arrive for initial processing before they “travel” to the Unit that handles the approval process.

## **UPCOMING EVENTS**

**Conference is coming! Conference is coming!**

Please try to make time and attend the annual PSS Conference –we’re back to the beach! All of the details may be found here:

<http://www.dcjs.virginia.gov/trainingEvents/ps/2006.cfm>

In addition to the activities and events from last year, we will also have a School Directors/Instructors “rap session” and instructors may receive in-service credit for attending the breakout sessions. I have already sent out an informational note on the training; please contact me for further information.

## **NEW OR NOTABLE**

Many of you have had an opportunity to meet Tom Perroni, a contract instructor for Private Security, during one of the DCJS Firearms Instructor in-service classes or GID. Thanks to those of you who have let me know you enjoyed Tom’s training and for your enthusiastic response to the new training programs DCJS is working on. We look forward to continuing to improve and enhance all DCJS training courses!

## **FROM YOUR CUSTOMERS**

We have received requests for more training available in the Southwest region for folks requiring SCOP training (06E/I).

Want the look of a professional business without learning HTML or hiring a web master? Have students who would like to get an e-mail of classes or see your training schedule online? Why not try an inexpensive WYSIWYG (what you see is what you get) service and design tool. There are many website hosting companies that also offer an easy-to-use design option for the small business. Pick your favorite web search engine and simply type in “hosting service”.

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*Remember to send us e-mail with any stories or frequent student questions so we can share in the Instructor forum! For follow-up to this newsletter, please do not use the “REPLY” button in your e-mail program. You may send e-mail to us at: [PSSTraining@dcjs.virginia.gov](mailto:PSSTraining@dcjs.virginia.gov)*